

# **KENTUCKY DEPARTMENT OF EDUCATION**

## **STAFF NOTE**

### **Action/Discussion Item:**

702 KAR 1:001, Implementation Guidelines – Kentucky School Facilities Planning Manual (Final)

### **Applicable Statute or Regulation:**

KRS 157.420, 157.620, 157.622, KRS 156.070

### **History/Background:**

***Existing Policy.*** 702 KAR 1:001, along with The Kentucky School Facilities Planning Manual and the Master Educational Facilities Plan Guidelines, which are incorporated by reference, was last modified in June 2004. The first reading of the regulation with a new round of revisions was in December 2007 and it is now coming to the April meeting for final approval. This regulation sets forth a process that requires every school district in the state to prepare a Master Educational Facility Plan (MEFP) that contains an assessment of the school district's attributes and operations including the district profile, educational program, demographic information, facility conditions, transportation information, and finances (cost of delivery of services).

Local school districts are required to select a Local Planning Committee (LPC) to develop a MEFP and a District Facility Plan (DFP) outlining capital construction priorities. The LPC, by virtue of its makeup, encourages both community involvement and diversity of ideas. The LPC recommends an MEFP/DFP to the local board; the DFP submitted to the Kentucky Department of Education (KDE) is the final decision of the local board of education.

Information reviewed in developing the MEFP/DFP provides the LPC with a comprehensive view of program and facility needs required to provide an equitable and adequate educational opportunity. KDE staff validates the process and verifies that information has been provided to the LPC for evaluation.

The proposed DFP is recommended by the LPC and approved by the local board of education. KDE staff reviews the plan presented and notes that it is in accordance with 702 KAR 1:001 and that the required provisions of the regulation have been undertaken in compliance with the appropriate sections.

In 2006 the regulation and the procedures for the Division of Facilities Management, Planning Branch were reviewed extensively by a statewide Facilities Task Force. Recommendations made by this group have been reviewed by the Kentucky Board of Education and many would be implemented in the revisions proposed in this regulation.

### **Policy Issues/Options:**

In lieu of the relatively minor changes incorporated in 2004, the changes proposed within the new document are much more extensive and respond to the recommendations of the Office of Education Accountability and the School Facilities Task Force. Attachment A lists the changes

made since the first reading in December 2007. They are also bolded and highlighted in Attachment B (the regulation) and The Kentucky School Facilities Planning Manual (Attachment C).

**Staff Recommendation(s) and Rationale(s):**

Staff recommends final approval of 702 KAR 1:001 and the incorporated documents in order to update guidance to local districts and consultants in the development of District Facilities Plans. The amendments will consider local building initiatives in the overall planning effort and placement of new construction by adding the district facilities director to each LPC, encourage the composition of each LPC to represent local demographics and ethnicity, and encourage greater participation of the KDE Facilities Architectural Planning review in the “front end” planning effort instead of the final development of the District Facilities Plan. Orientation meetings for the LPC coordinated by KDE Facilities Planning Staff will continue. The reporting process will be made more user-friendly by encouraging the districts to utilize MUNIS reporting data and the Comprehensive School Improvement Plans in their assessment process, thus simplifying the wording of the planning manual.

**Groups Consulted and Brief Summary of Responses:**

For input into the process, the proposed amended documents have been initially reviewed by the Kentucky Board of Education and sent to representatives of the Kentucky School Facilities Task Force, Kentucky School Boards Association (KSBA), Kentucky Association of School Administrators (KASA), Local Superintendents Advisory Council (LSAC), Education Cabinet, Department of Workforce Investment, Office of Career and Technical Education, Kentucky Department of Education, Division of Career and Technical Education, Kentucky Architects and Engineers, the Kentucky School Plant Management Association (KSPMA). Groups consulted generally support the changes to the regulation. Most of the submissions for suggested changes were incorporated, including the requirement for Local Planning Committee members to be residents of the school district that they represent.

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**Deputy Commissioner**

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**Commissioner of Education**

**Date:**

April 2008